

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clearance for a feature involving [describe the media feature, e.g., an interview, image, video] that we plan to include in [project or platform name, e.g., our upcoming publication, documentary, etc.].

Details of the media feature are as follows:

- Type of Media: [e.g., interview, article, photo]
- Subject: [brief description]
- Publication Date: [date]
- Usage: [how and where the media will be used]

We believe this feature will greatly enhance our project by [reason why this feature is important]. We are committed to ensuring that all necessary permissions and clearances are obtained prior to publication.

Please let me know if any additional information is required to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]